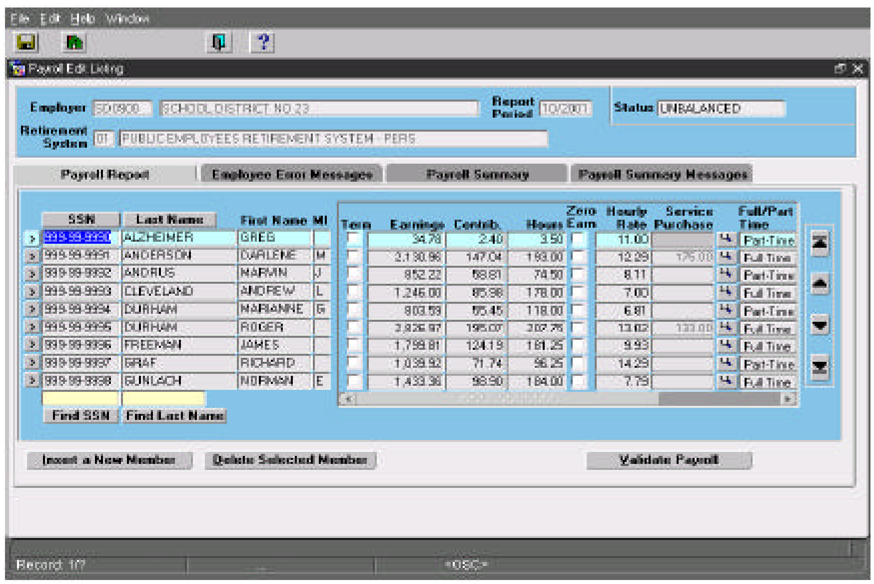
Section V: Working the Payroll Report

The Payroll Edit Listing screen is accessed through the Payroll Update List Item. (See page I-4-21.)

The **Payroll Edit Listing** screen will be used to submit the payroll report data via the web. The Payroll Edit Listing screen is used to view, add, update and delete payroll and contribution information by employer, retirement system and report period. In addition, the Payroll Edit Listing screen is used to validate the payroll and contribution information as well as the employer contribution information. If errors have been identified in the validation process, the screen will be used to view the error messages on the message tabs and to correct the records with errors. Once the payroll report is error-free and a payment has been received from the employer, the payroll and contribution data will be updated to the MPERA database.

Payroll Edit Listing Screen



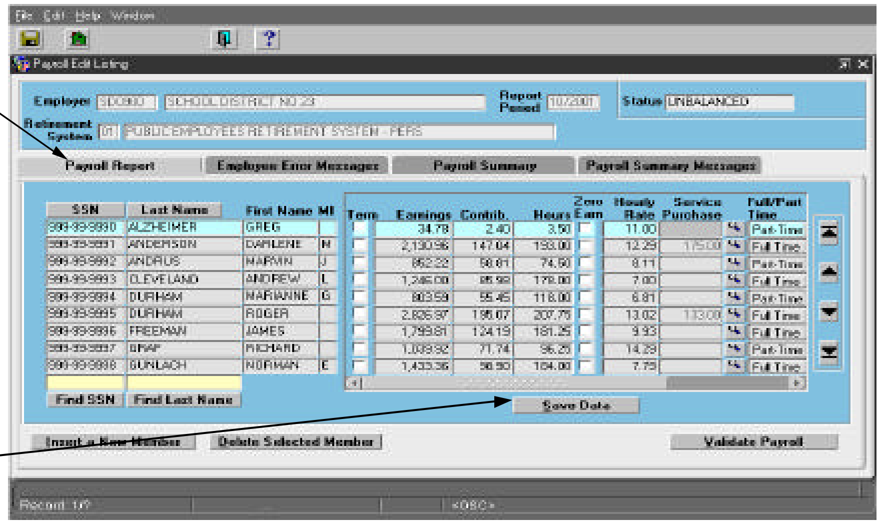
There are four tabs of information presented on this screen.

- The **Payroll Report Tab** provides the ability to view, add, update and delete payroll and contribution information for all members.
- The **Employee Error Messages Tab** provides the ability to view and correct the member records that have errors.
- The **Payroll Summary Tab** provides the ability to view and update the employer summary information as well as view the error messages associated with the summary, if any.
- The **Payroll Summary Messages Tab** provides the ability to view all the errors that exist for the specific employer, retirement system and report period.

Use the Payroll Report Tab to . .

View all employee records.

Save your data frequently by selecting the Save Data button.



The **Payroll Report** tab is used to view all the employee records, including those with errors, as well as add, update and delete records. The items displayed within this tab include the Social Security Number (SSN), last name, first name, middle initial, termination checkbox, earnings, employee contribution, hours, zero-earnings checkbox, hourly rate, service purchase total, if applicable, and full/part time status . A portion of the tab can be scrolled horizontally to access additional information about each record. The scroll bar located at the bottom of the list provides access to additional information for each member listed. Access to this information is gained by clicking on the scroll bar arrows or by dragging the bar to move horizontally. Information available in the Payroll Report block (in addition to that shown in the screen shot above) includes:

- Position type (permanent, seasonal, temporary)
- Date of Hire

You can search the records by SSN or Last Name in ascending or descending order.

You may also do a search on a specific SSN or Last Name.

The employee records can be sorted based on the SSN or on the last name by selecting the appropriate buttons at the top of the SSN and last name columns. In addition, an employee record for a specific SSN or Last Name can be found by using the search button provided at the bottom of each column. To locate a record for a specific SSN, simply enter the SSN (dashes are not required) in the field located above the **Find SSN** button and select the button. To search for a record based on the last name, enter the last name in the field located above the **Find Last Name** button and select the button. If a record is found with a SSN or last name that matches the value entered in the search field, focus will be placed on that record.

The Payroll Report tab provides the ability to add, change or delete payroll data.

To Add New Members

To Add Members

1. Highlight the top line of the payroll listing and create an open line for entry. To do this: Select the **Insert a New Member** button at the bottom of the screen on the Payroll Report tab.

2. Enter the information required to add a new member:
   - Social Security Number (SSN)
   - Last Name
   - First Name
   - Middle Initial
   - Earnings
   - Contributions
   - Hours
   - Full/Part Time
   - Position Type
   - Date of Hire

It is important that the names entered for the payroll report are the same as they appear on the membership card. (See page I-4-35 for information on this.)

3. Review the selected entries, then to save the changes you may:
   - select the **Save Data** button, or
   - select the **Save Record** button (diskette symbol) on the tool bar.

If entry errors are detected, messages will be presented in "pop-up windows" when the save action is initiated or when navigation from the record is attempted. Acknowledge the message by selecting **OK**. Then correct the fields in error.

Repeat the correcting and saving process until all errors are resolved. To ensure the update has taken place, check for the message "records applied and saved" in the screen status bar at the bottom of the screen.

To Change Payroll Data

To Change Payroll Data

1. Highlight the record to be changed.
2. Change any information as necessary:
3. Review the selected entries, then to save the changes you may:
   - select the **Save Data** button, or
   - select the **Save Record** button (diskette symbol) on the tool bar.

If entry errors are detected, messages will be presented in "pop-up windows" when the save action is initiated. Acknowledge the message by selecting **OK.** Then, correct the fields in error.

Once the errors are corrected, repeat the save process correcting and saving until all errors are resolved. To ensure the update has taken place, check for the message “records applied and saved” in the status bar at the bottom of the screen.

To Delete Members

To Delete Members

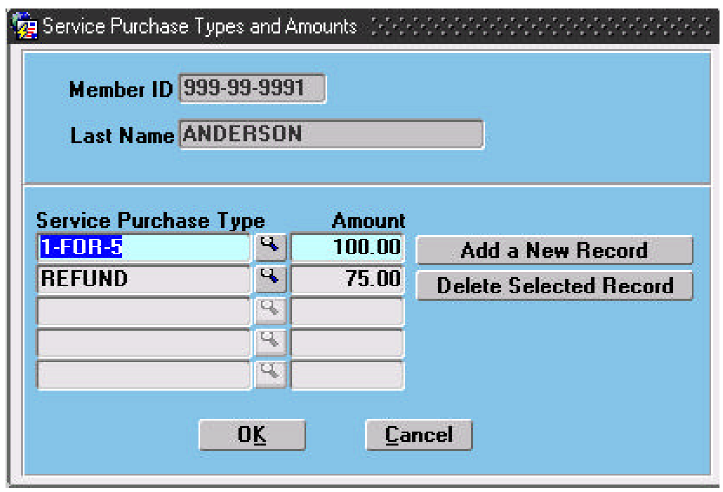
1. Highlight the line to be deleted.
2. Select the **Delete Selected Member** button at the bottom of the screen on the Payroll Report and Employee Error Messages tabs.

To Change Service Purchase Data

To Change Service Purchase Data

1. Highlight the record of the member for whom the service purchase data applies.
2. Select the button located next to the Service Purchase Amount field. When this button is selected, the window below pops up.

Service Purchase Types and Amounts



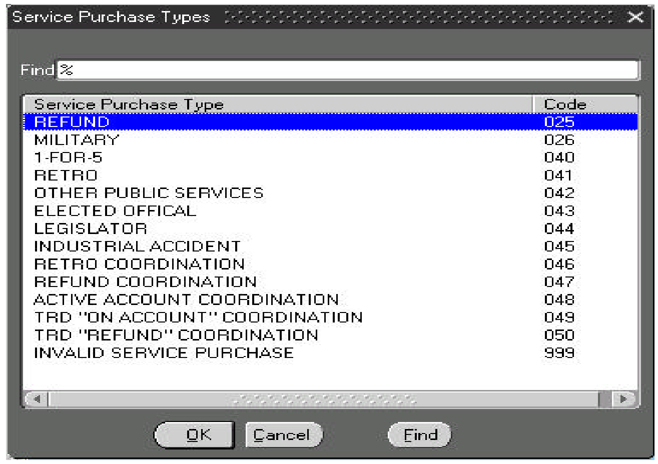
Do not combine any service purchase contracts. Each must be a separate line item by service purchase type.

This window is used to enter the detailed service purchase information. Only five service purchase agreements are allowed per member. The user will only be able to select valid service purchase types from the list of values. The accumulated total of the service purchase agreements updates the Service Purchase Amount on the Payroll Edit Listing screen.

To add an additional service purchase contract, select the **Add a New Record** button. Delete a record by placing the cursor in the row to be deleted and select the **Delete Selected Record** button.

To select a valid service purchase type, select the **magnify glass** button next to the Service Purchase Type item and a list of values will be displayed as shown below.

Service Purchase Types



Select the type by highlighting it and selecting the **OK** button. The type selected from the list of values will be displayed in the Service Purchase Type item.

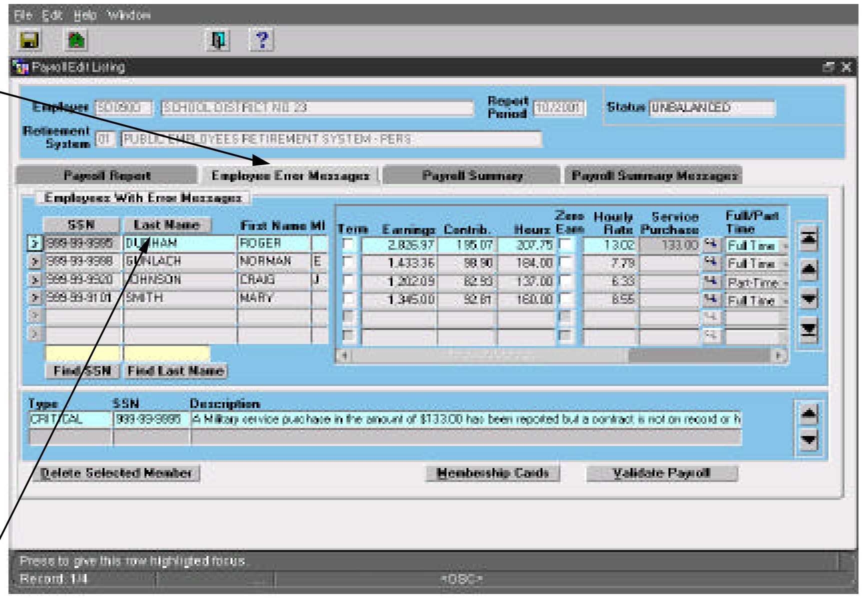
To save changes to the service purchase information and exit the service purchase window, select the **OK** button. To exit the service purchase window without saving any changes, select the **Cancel** button.

When any additions, deletions, or updates are made to the employee records, the validation process must be triggered. To validate the data, select the **Validate Payroll** button on the Payroll Edit Listing screen. Only the records that have been added or updated will be validated during the validation process.

Section V continues on next page . . .

Use the Employee Error Messages Tab to . .

View, update, or delete employee records with errors.



The error message corresponds to the employee highlighted in Employees With Error Messages section.

Hint: You can use the Payroll Summary Messages tab to see <u>all</u> errors for the payroll report.

The **Employee Error Messages** tab is used to view, as well as update or delete, employee records with errors identified in the validation process. The Employees With Error Messages section contains the records with errors. The messages section at the bottom of the screen contains the detail error messages. In other words, if you place the cursor in one row in the top section of the tab, the information displayed in the messages portion of the screen will correspond to that selected row.

The items displayed within the Employee Error Messages tab include the Social Security Number (SSN), last name, first name, middle initial, termination checkbox, earnings, employee contribution amount, hours, zero-earnings checkbox, hourly rate, service purchase total, if applicable, and full time/part time. A portion of the tab can be scrolled horizontally to access additional information about each record. The scroll bar located at the bottom of the list provides access to additional information for each member listed. Access to this information is gained by clicking on the scroll bar arrows or by dragging the bar to move horizontally. Information available in the Employee Error Messages block (in addition to that shown in the screen shown above) includes:

- Position type (permanent, seasonal, temporary)
- Date of Hire

You can search the records by SSN or Last Name in ascending or descending order. You can also search for an employee by SSN or Last Name.

The employee records can be sorted based on the SSN or on the last name by clicking the appropriate buttons at the top of the SSN and last name columns. In addition, an employee record for a specific SSN or Last Name can be found by using the search buttons below the SSN and Last Name columns. To locate a record for a specific SSN, simply enter the SSN (dashes are not required) in the field b-cated above the **Find SSN** button and select the button. To search for a record based on the last name, enter the last name in the field located above the **Find Last Name** button and select the button. If a record is found with an SSN or last name that matches the value entered in the search field, focus will be placed on that record.

To view the full text of the error message in the messages section of the tab, place the cursor in the description field of the error, double click in the field with the mouse and a text box will pop up with the full message text as shown below.

To exit the text box, select the **OK** button or the **Cancel** button.

The **Employee Error Messages Tab** provides the capability to change or delete payroll data.

To Change Payroll Data

To Change Payroll Data

1. Highlight the line to be changed.
2. Change any information as necessary.
3. Review the selected entries, then save the changes by:
   - Selecting the **Save Record** button (diskette symbol) on the tool bar, or
   - Moving to a different tab.

When an input error occurs while you are making changes or corrections, messages will be presented in "pop-up windows" when the save action is initiated. Acknowledge the message by selecting **OK**. Then correct the fields in error.

To Delete Members

To Delete Members

1. Highlight the line to be deleted.
2. Select the **Delete Selected Member** button at the bottom of the screen on the Payroll Report and Employee Error Messages tabs.

To Change Service Purchase Data

To Change Service Purchase Data

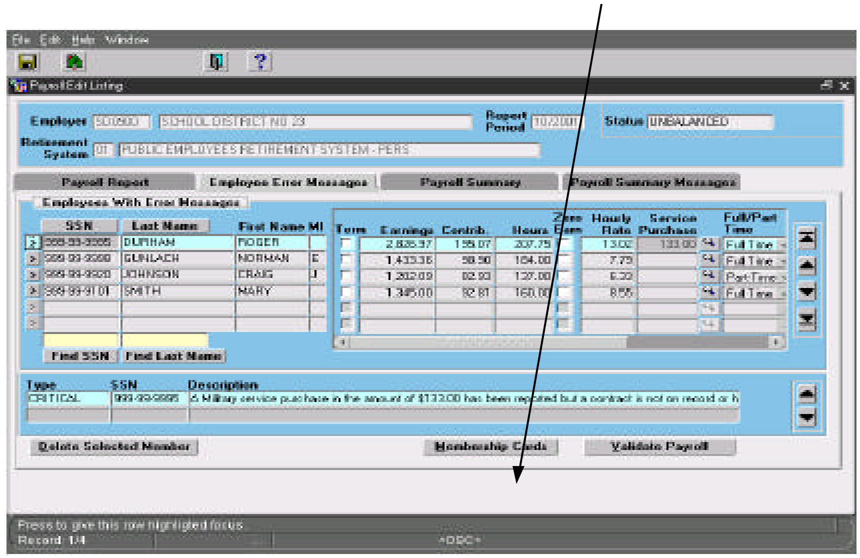
1. Highlight the record of the member for whom the service purchase data applies.
2. Select the button located next to the Service Purchase Amount field. When this button is selected, the Service Purchase Types window pops up (see page I-4-33).

If entry errors are detected, messages will be presented in "pop-up-windows" when the save action is initiated.

When any additions, deletions or updates are made to the employee records, the validation process must be triggered. To validate the data, select the **Validate Payroll** button. Only the records that have been added or updated will be validated during the validation process.

Use the Membership Cards button to obtain a list of membership cards needed by the MPERA.

To print a list of employees for whom membership cards do not exist on the MPERA system, select the **Membership Cards** button.



Note: Carefully check that the names entered for the payroll report are the same as they appear on the membership card. Use the legal names and include the Jr and Sr (no periods) as they appear following the last name. Periods or commas should not be used on the payroll report.

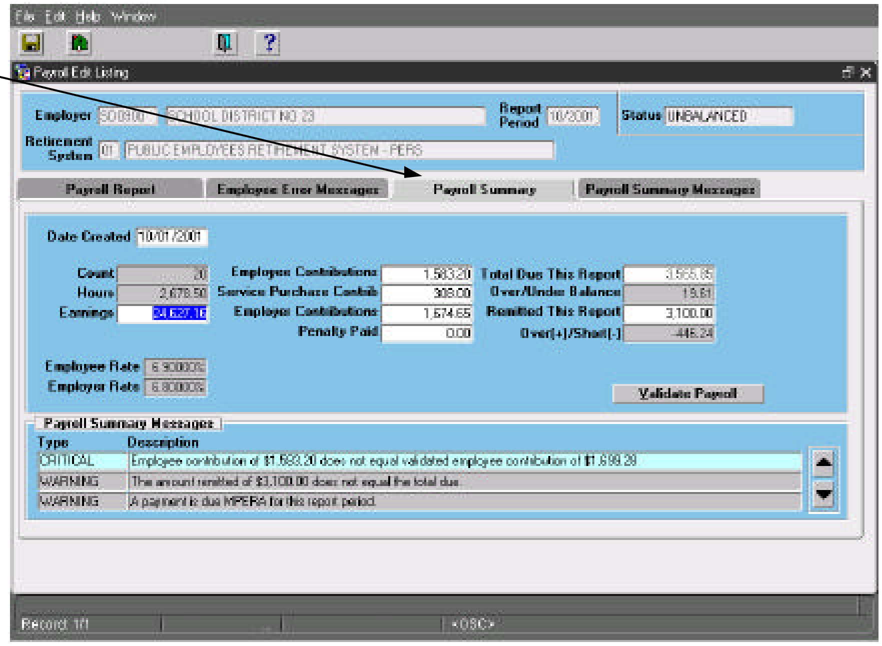
To keep warning messages to a minimum, the name on the payroll report <u>must</u> be identical to the name on the membership card.

The following punctuation is permitted:

- hyphens are permitted for hyphenated last names (e.g., Smith-Jones)
- apostrophes are permitted in last names where they appear (e.g. O'Connor)

Spaces should be used appropriately in last names. (e.g., Van Meter)

Use the Payroll Summary Tab . . .
To enter the summary data and view the error messages.



The **Payroll Summary** tab is used to enter the summary data as well as view the error messages associated with the summary, if any. The Payroll Summary section contains the summary data and the Summary Messages section at the bottom of the screen contains the detail error messages. When the items in the top section have been entered or updated, the user will be required to select the **Validate Payroll** button. If errors exist, the error information will be displayed in the lower section of the tab.

The employee count and total hours will be calculated based on the payroll records in the Payroll Report tab. The user will be required to enter the following amounts:

1. Earnings
2. Employee Contributions
3. Service Purchase Contrib
4. Employer Contributions
5. Penalty Paid
6. Remitted This Report

The **Total Due This Report** amount will be calculated based on the amounts entered in the Employee Contributions, Service Purchase Contributions, Employer Contributions and Penalty items. The **Over (+)/Short (-)** field will be calculated automatically.

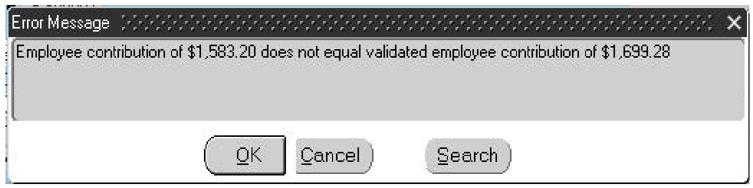
The **Over/Under Balance** is the amount on the MPERA database as of the initial input date of your current payroll report. In other words, any transactions occurring after the initial input date will be reflected on your next payroll report.

Use the Payroll Summary Messages Tab to . .

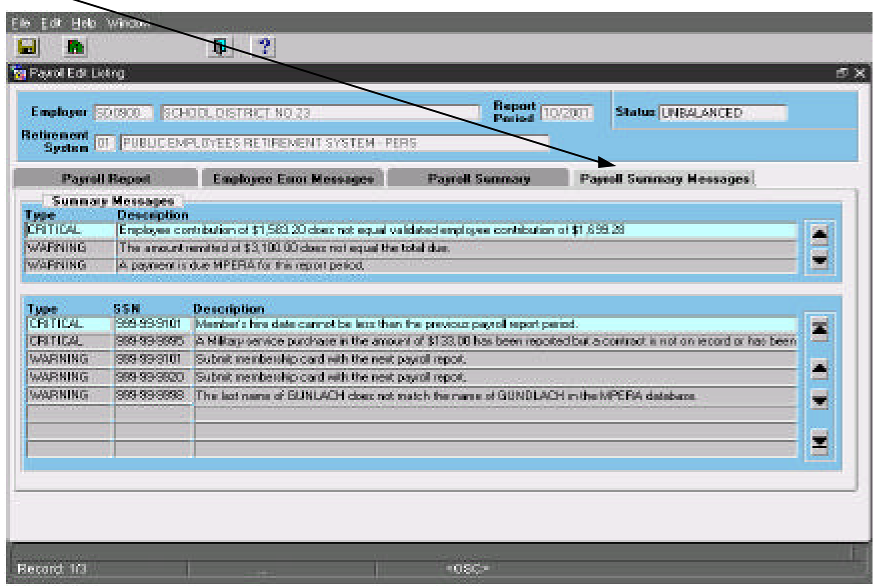
View all errors that exist for the payroll report.

The CRITICAL error highlighted in the Summary Messages section corresponds with the employee social security number in the lower section of the screen.

To view the full text of the error message in the **Payroll Summary Messages** section of the tab, place the cursor in the description of the field of the error, double click in the field with the mouse and a text box will pop up with the full message text as shown below.



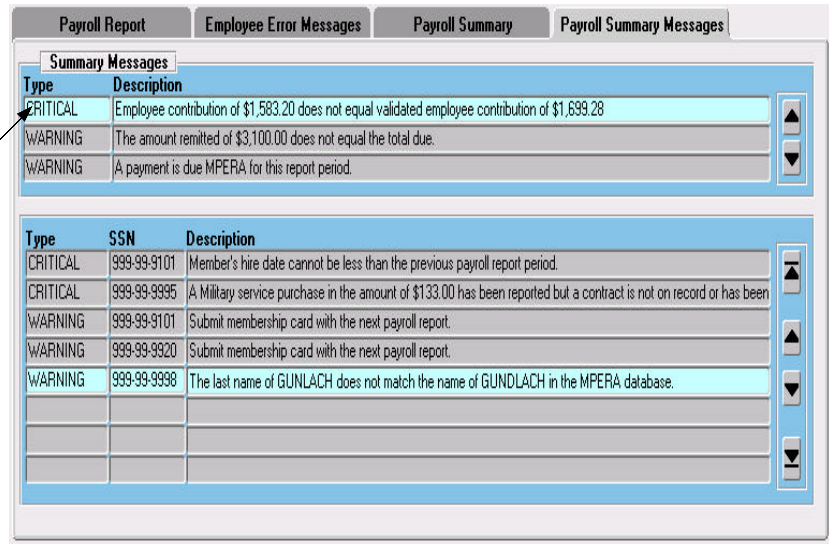
To exit the text box, select the **OK** button or the **Cancel** button.



The **Payroll Summary Messages** tab is used to view all the errors that exist for the specific employer, retirement system and report period. The data displayed includes both summary error messages and payroll error messages which are identified by SSN. These messages can be either critical or warning errors. The same messages appear on the Employee Error Messages tab but are displayed as a detail record to the employee record in error.

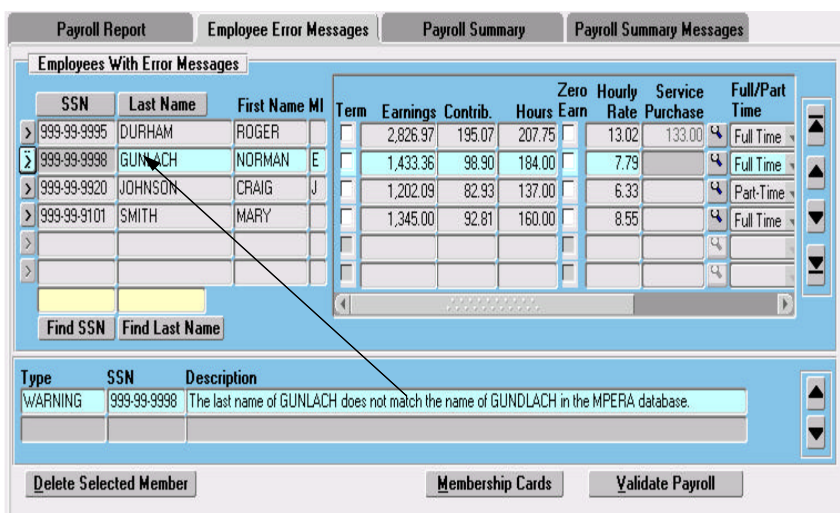
<u>To return to the Payroll Edit Listing to Correct Errors:</u>
Highlight the error in the Summary Messages section of the screen, the employee record relating to the Social Security Number for this error will be highlighted in the lower section of the screen. When you highlight the error and select the **Employee Error Messages** tab, this will take you back to the Payroll Edit Listing screen and highlight this member. You can then correct the error.

All CRITICAL errors must be corrected before payroll can be validated.

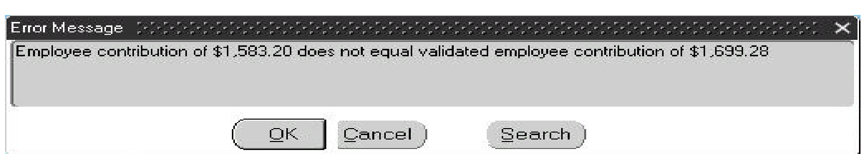


All CRITICAL errors for the Payroll Report and the Payroll Summary must be corrected. If unable to resolve a CRITICAL error, please contact the MPERA for assistance.

WARNING errors should be corrected, however, the payroll will validate if the WARNING error type is not corrected.



To view the full text of an error message, place the cursor in the description field of the error, double click in the field with the mouse and a text box will pop up with the full message text as shown below.



To exit the text box, select the **OK** button or the **Cancel** button.

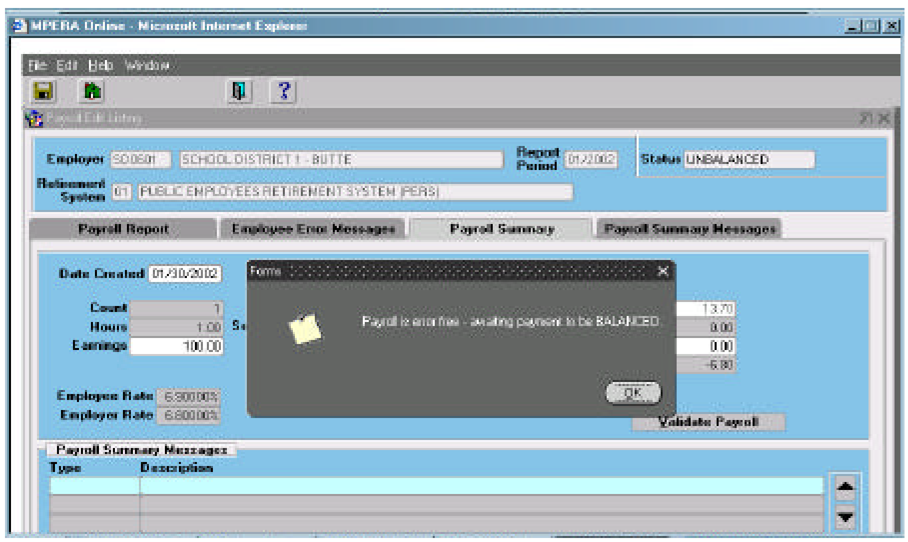
To exit and return to the Main Screen, select the Home button located on the toolbar.

All CRITICAL error types must be corrected before the payroll will validate.

The payroll will validate if the WARNING error types are not corrected. These errors are usually due to a membership card which must be submitted with the next payroll report. Also, if the name listed in the payroll report is different than on the MPERA database, a WARNING error will appear. See page I-4-36 for an explanation of some of the errors which will cause the WARNING.

Completing Your Payroll Report

After working the payroll which will include correcting critical errors and entering the summary data (including the remittance information), select the **Validate Payroll** button on the Payroll Edit Listing screen at the **Payroll Summary** tab. A message will pop up confirming your **Payroll is error free - awaiting payment to be BALANCED.** Select **OK** when this message appears indicating the payroll is error free. This will return you to the payroll summary page.



At the payroll summary page, press the 'print screen' key on your keyboard. Then, open either Word or WordPerfect. At a blank page, select 'edit' on the toolbar, then select paste from the drop-down screen. This will copy the summary page into the document. Finally, select 'file' on the toolbar and select 'print' from the drop-down screen to print your summary page.

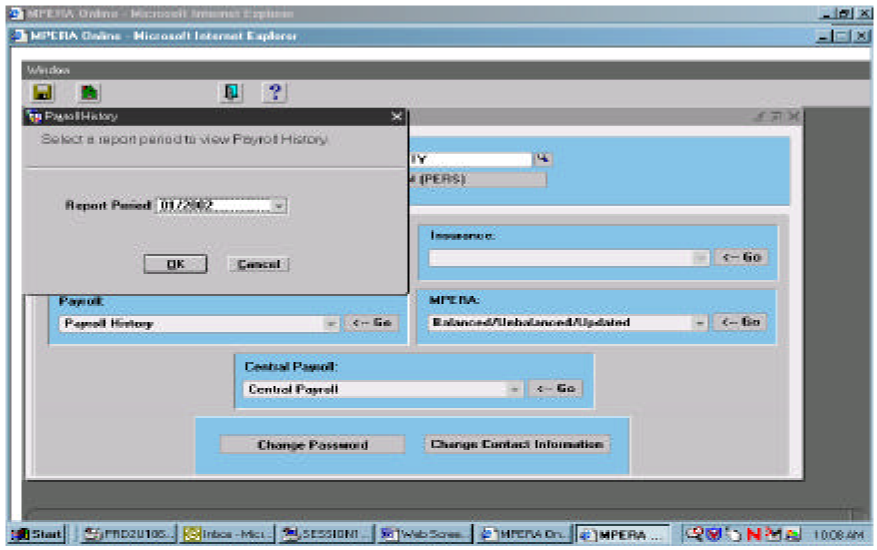
Send MPERA the printed summary page, along with payment, membership cards, refund applications, and all other forms for MPERA.

Note: MPERA can continue to send you a summary page if you are unable to do a READABLE screen print of the online payroll summary page from your computer. Contact the MPERA office to request the summary page.

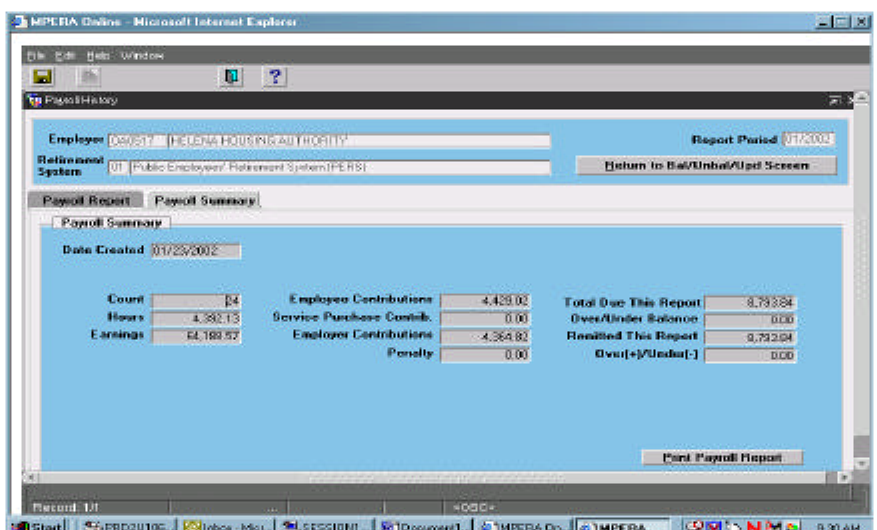
Printing Your Payroll Report

You can print a paper copy of your payroll report as follows:

At the MPERA Online Main screen under PAYROLL, click the down arrow, select **Payroll History**, then **GO.** The following screen will be displayed and the reporting period to be printed can be selected by clicking on the drop down arrow.



Select the **Payroll Summary** tab and then select **Print Payroll Report**.



About Adobe Acrobat Reader

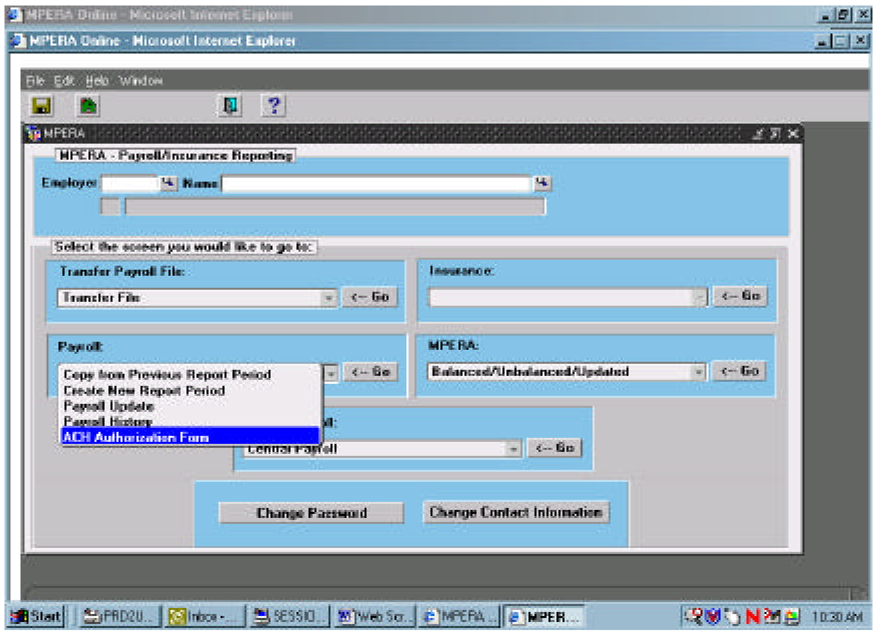
This will bring up ADOBE ACROBAT READER where the print function is processed. If you do not have this software on your PC, it can be downloaded. (This is a free download.) At the MPERA initial screen (see page I-4-10), select **Contact and Browser Information** button, select the link for ADOBE ACROBAT READER under **Browser Information** and follow the instructions.

Automated Clearing House (ACH) Remittances

Complete the Authorization Form to request ACH remittances.

Remittances processed via Automated Clearing House (ACH) are quicker and less costly then issuing checks. Information is provided below for processing remittances through ACH.

The Authorization Form can be obtained from the MPERA Online Main screen. Ensure you have your agency identified in the top area of the screen. Under Payroll, select **ACH Authorization Form** from the drop down list and select **GO**.



The form will populate with your agency name and number (Note: If your employer is a city or county, the form will populate with all reports you file with the MPERA for that employer/agency.) The form is viewed and printed in Adobe Acrobat Reader. (Adobe Acrobat Reader is a free downloadable software. See page 33 to link to Adobe's website.) Print the form, provide the remaining information, and sign and return it to the MPERA.

Authorizing the ACH Remittance

Once you are set up in the system, the Payroll Report Summary tab will display an Authorize ACH Payment button. After you complete your report, select the **Authorize ACH Payment** button. You will receive a confirmation statement and this question: "You will not be able to modify the data after the ACH payment is sent. Do you wish to send the ACH payment now?" Select either the **Yes** or **No** button. If you select **Yes**, the payroll status (located in the upper right hand corner) changes from Unbalanced to Balanced. If you select **No**, it remains in an Unbalanced payroll status with no payment sent.